

CITY OF SUNNYVALE
HOUSING AND HUMAN SERVICES COMMISSION
DRAFT MINUTES

Wednesday, September 24, 2003

7:00PM

City Hall - West Conference Room
Sunnyvale City Hall

1. ROLL CALL

PRESENT: Chair Lee; Comms. Iannotti; Joshi; Pathak; Rowan; Silveira;
Smith and Steward

EXCUSED Comms. Bannai
ABSENCE:

MEMBERS OF THE Cathy Emerson and Tim Bevens, Mid-Peninsula Alano Club
PUBLIC:

STAFF: Annabel Yurutucu, Housing Officer, Coryn Campbell, OCM
Neighborhood & Community Services Manager and Anna
Alderette, Recording Secretary

CALL TO ORDER

Meeting called to order by Chair Lee at 7:05 p.m.

2. COMMISSION NEW BUSINESS

- A. Presentation by OCM staff re. Draft RTC - Outreach Task Force
Recommendations in Response to RTC #02-455, Explore Options to
Improve Community Outreach.

Coryn Campbell, OCM Neighborhood & Community Services Manager,
presented the following overview of current practices and
recommendations regarding noticing of projects, posting of Reports to
Council, City meetings, special mailing list use, participation from the
public and City events and services. She included that the report includes
the Task Force's recommendations on outreach guidelines for each target
area. Examples of the report reviewed were items I.A, I.B and V.A

Comm. Silveira asked why I.A-"For all single-story major remodels (an
addition of 50% square footage or greater), notice should be given to
adjacent owners" is required.

Ms. Campbell responded that some remodeling requires noticing because 50% or more of the home is being remodeled or added to.

Ms. Yurutucu voiced that some residents have expressed privacy issue concerns related to owners adding on a 2nd story addition. An example she provided was if there were a 2nd story addition being added onto the home and there were a window looking in a direction that may have a negative impact on privacy for the adjacent neighbor.

Comm. Smith asked if the unit is a rental unit, would the owner and renter be notified.

Ms. Yurutucu responded "no"; the property owner is notified.

Chair Lee asked if part of the outreach tools recommended, addresses how communication will be done with those with specific needs

Ms. Campbell responded "no", and included that there is a separate task force that will be established to address individuals with specific needs and provide multilingual services.

1st Motion:

Comm. Smith made a motion that for all 2nd story additions, in addition to notifying the homeowner of the property also, notify the tenant. Motion withdrawn.

2nd Motion:

Comm. Lee made a motion that a member of HHSC is appointed to the outreach task force. Motion withdrawn.

Recommendation:

Comm. Lee made a recommendation on behalf of HHSC, that there be another task force formed to provide outreach to those in the community with special needs and to Non-English speaking communities. Motion withdrawn.

- B. Consider Reallocations of FY2002-03 Disencumbered Funds of CDBG Agencies.

Ms. Yurutucu presented an overview of how CDBG budgets are managed and reported to HUD by staff. She included that staff recently processed the allocation of CDBG funding in Spring, for the upcoming year July 1st – June 30th. The next steps of the process include the entering contracts and that agencies must meet certain performance goals. If an agency had performance issues, and was unable to fully provide services, then there may be a balance remaining and the funds would be disencumbered.

She voiced that this year there were 3 agencies with unexpended balances, totaling of \$7,016.45. Reallocation guidelines adopted as part of the consolidated plan, allows staff to present to HHSC and the total amount of the disencumbered funds (\$7,016.45), that are now available for allocation to other agencies or existing agencies. Examples of the 3 agencies were provided and reviewed in the copy of the CAPER provided.

She added that staff offered EHC the option to carry over the unexpended balance. The agency expressed that they were not interested because this would increase performance goals and they may not be able to meet their goals for FY2003-04.

Ms. Yurutucu voiced that staff had received a request for funding from Project Match and Mid-Peninsula Alano Club. Project Match is currently funded and is requesting additional funding. Mid-Peninsula Alano Club made a presentation regarding their request for funding. She added that a grant had been awarded in FY00-01, but they were unable to use funding because their former site was lost. They had requested the funding for the rental costs of the site. The agency was unable to come in at the time the RFP process was taking place for General Funds, due to a miscommunication and were unable to submit a proposal.

Cathy Emerson and Tim Bevens, Mid-Peninsula Alano Club, presented an overview of the new site acquired and the services provided to individuals. She included that after two years they have now acquired a site at 1155 Reed Ave and are requesting fund to assist with rental costs.

Comm. Iannotti asked if the agency had professional staff or if the groups are self-directed.

Mr. Bevens responded that the groups are self-directed, but the agency does have several resources to refer participants for professional help.

Ms. Emerson voiced that the agency focuses on recovery from addiction of substance abuse. The participants are self-supporting groups. It's a social club, and allows the participants to meet a mentor or sponsor. She added that the majority of individuals who attend live in Sunnyvale.

Comm. Lee asked if the program is working for the participants.

Mr. Bevens responded "yes".

Comm. Joshi asked if personal records are kept anonymous for those participants attending the program.

Mr. Bevens responded "yes".

Comm. Silveira asked if there is a similar agency in other cities.

Mr. Bevens responded San Jose, East San Jose and San Carlos.

Comm Smith voiced that the agency would be appropriate for CDBG funds. She added that the service units noted on the proposal would need to be modified.

Ms. Emerson presented an overview of the service units included in the proposal and emphasized that the agency would work with city staff to come up with ideal service units and per unit costs.

Comm. Rowan asked if there were other agencies that HHSC could consider for funding.

Ms. Yurutucu voiced that these were the only agencies that had asked for funding of reallocated funds.

Comm. Smith asked if staff felt confident that the agency could meet technical needs dealing with CDBG funds.

Ms. Yurutucu responded "yes" and that staff is willing to assist the agency to meet performance goals and CDBG funding guidelines .

1st Motion:

Comm. Rowan made a motion to allocate \$5,000 to Mid-Peninsula Alano Club, Comm. Pathak seconded. Motion withdrawn.

Comm Smith voiced that based on the total funding available; the funds could be split equally for both agencies, Project Match and Mid-Peninsula Alano Club. Each agency would get 84.3% of requested funding and recommended be awarded.

2nd Motion:

Comm. Rowan made a motion to allocate \$4,500 to Mid-Peninsula Alano Club and \$2,500 to Project Match, Comm. Pathak seconded. Motion unanimous 8-0.

C. Discuss 2003 Resident Satisfaction Survey - Executive Summary.

Ms. Yurutucu presented an overview re. 2003 Resident Satisfaction Survey.

Commission had no further questions.

D. Consideration of Study Issues & Budget Items for City Council Workshop.

Ms. Yurutucu presented an overview of procedures for ranking and rating study issues.

Ms. Yurutucu voiced that a potential study issue item may be the need for a Drop Inn Center in Sunnyvale. Her example was that there appear to be individuals along El Camino Real and at the library that could be in need of this type of assistance.

Comm. Steward voiced that a potential study item would be the increase of individuals who are "hired labor". His example was the many individuals waiting at Home Depot waiting to be picked up.

After reviewing the Council Study Issues handout, it was determined that items CDD-4, CDD-5, CDD-17, CDD-18, CDD-22 and historical items from previous HHSC meetings would be reviewed and ranked at the October 22nd HHSC meeting.

3. COMMISSION OLD BUSINESS

A. Discuss draft RTC re. Recommended Guidelines for a Resident Selection Plan and Establishing Initial Rents for the Below Market Rate Housing Program.

Ms. Yurutucu presented an overview of the RTC and included that it is on the Council agenda for Tuesday, September 30, 2003. She voiced that the ownership recommendations are very similar to the rental, the differences for each are highlighted.

Comm Rowan asked what the average wait for a BMR Purchase unit is.

Ms. Yurutucu responded approximately 4-4 1/2 years.

Ms. Yurutucu voiced an explanation that the 2nd part of the RTC re. Establishing initial rents in BMR Rental Units. Two categories, one utilizes the city rent and vacancy survey report, and used at 80% of median rent. The other utilizes HUD area median income for San Jose Metropolitan Area, affordable to individuals at 65% median income.

Comm Smith asked how many times is the vacancy report conducted.

Ms. Yurutucu responded every six months, January and July.

Comm. Smith made a motion to approve staff's recommendation regarding the resident selection plan for the BMR program and procedures for establishing initial rents for the BMR rental units, Comm. Rowan seconded. Motion unanimous 8-0.

B. Annual Review of City Code of Ethics.

Comm Lee voiced that in addition to the word "members" that there be language included to #8 & #9, stating, "any person or member acting on behalf of the commission". He included that the spelling of "judgement" be changed to "judgment".

4. APPROVAL OF DRAFT MINUTES August 27, 2003

Comm. Steward made a motion to approve the Draft Minutes of August 27, 2003, and Comm. Iannotti seconded. Motion unanimous 8-0.

5. PUBLIC HEARING ITEMS

A. Annual Review of 1st Draft Consolidated Annual Performance Evaluation Report for Program Year 02-03. (CAPER)

Ms. Yurutucu presented an overview of the accomplishments and goals reached, per HUD reporting. She included examples from the draft CAPER and that the final version would be forwarded to the commission. Timeliness issues were met above HUD expected goals.

6. HOUSING OFFICER'S REPORT

No Items.

7. OPEN FORUM

No Items.

8. REPORT ON COUNCIL MEETINGS

Comm. Rowan attended the Council meeting of 9/16/03, and voiced that there were no items that pertained to HHSC.

9. ORAL COMMUNICATION

A. Housing & Human Services Commission

Comm. Rowan invited the commissioners to attend the SNAIL event that will provide an opportunity to meet the candidates running for City Council. The event is on Thursday, October 2, 2003, at 6:00 pm.

B. Staff

Ms. Yurutucu indicated that housing staff would provide a copy of the new median housing costs Census reports to HHSC.

10. ADJOURNMENT

Chair Lee adjourned the meeting at 10:30 pm

Respectfully Submitted,

Annabel Yurutucu
Housing Officer